



HABERDASHERS'
ASKE'S

**KNIGHTS
ACADEMY**

2020-21 Pastoral Manager Candidate Briefing Pack

Haberdashers' Aske's Knights Academy



www.habsknights.org.uk

Welcome from our Executive Principal

Dear Candidate,

Thank you for your interest in the post of Pastoral Manager. This is an excellent opportunity to make a major contribution to the Academy's continued success.

We wish to appoint an innovative and experienced Pastoral Manager who can support the pupils in their pastoral development under the guidance of the Leadership Team.

Haberdashers' Aske's Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations as one of the early sponsored Academies, with the addition of the primary phase, in 2010. We serve the families of the local community in the London Borough of Lewisham and Bromley and are part of the Haberdashers' Aske's Federation Trust, a hard Federation of oversubscribed 3-18 school clusters in the South East of London, the other schools being Haberdashers' Aske's Hatcham College, Haberdashers' Aske's Crayford Academy and Haberdashers' Aske's Borough Academy which opened in September 2019.

The Federation currently comprises of four secondary, five primaries and a teaching school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.


D: _____ tt
Executive Principal
Haberdashers' Aske's Knights Academy



Our Trust



About Haberdashers' Aske's Federation

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Knights Academy is part of the Knights cluster.

A cluster leader oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Aske's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Aske's Federation, please go to: www.habsfed.org.uk

Our Vision



Federation wide vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

Our Sponsors



**The Worshipful Company
of Haberdashers**

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s. A haberdasher, Robert Aske, left a substantial sum to build a school and educate 20 disadvantaged boys – giving them the chance to better themselves and lead fulfilling lives.

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



**Temple Grove
Schools Trust**

Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

“Being a member of the team at Knights makes you feel a part of something that will actually change the lives of our young people. Every single person is determined to make a difference and that’s what makes us special”

**Mrs J Leech, Personal Assistant to Executive Principal,
Haberdashers’ Aske’s Knights Academy**

Job Role



Job Title:	Pastoral Manager
Contract Length:	Permanent – Term time only
Salary:	Scale 7 S25-28 (£32,917- £35,541, pro rata £27,853- £30,073)
School/ Service:	Haberdashers' Aske's Knights Academy
Location:	Launcelot Road, Bromley
Accountable to:	Senior Pastoral Manager

About the role

The main purpose of the role is to support the pupils in their pastoral development under the guidance of the Senior Pastoral Manager and Knights Leadership Team (KLT)

The Pastoral Manager will be responsible to support Form Tutors strive to create a year group in which students feel happy and safe, through working with others to ensure that school policies regarding discipline and learning and teaching are adhered to.

You will support and work with pupils and families to maximise learning for individual pupils. whilst working alongside other member of the pastoral team to promote and maintain positive behaviour.

You will be required to engage positively with students, parents and staff to embed school values and attitudes and promote high standards of behaviour and achievement

The working hours for this post are 8.00am – 4.00pm, Monday to Friday (35 hours per week, term time only). You may be asked to stay later than your specified finish time on occasions to support the needs of the business

Key responsibilities of the role

Pastoral Manager:

- Work within and actively promote, not least by one's professional behaviour, school policies and procedures.
- Show respect for all members of the school community
- Liaise regularly with the Senior Pastoral Manager and Welfare Co-ordinator regarding student welfare, attendance and matters of discipline ensuring that detailed evidence of actions and interventions for students are kept.
- Act as the first contact for parents regarding Year group for all matters. Pass on the content of the communication to the appropriate people and respond accordingly ensuring prompt feedback to parents.
- Apply the School's attendance policy ensuring regular attendance at school and reduce unauthorised attendance and improve punctuality.
- Utilise all data to monitor individuals with the year group and to intervene as necessary recommending rewards, sanctions and pastoral interventions as necessary and working with Heads of Departments and outside agencies as appropriate.
- To oversee the pastoral care and behaviour management of students in the year group and support departments in carrying out and promoting the Behaviour Management policy.
- Initiate, organise and assist (as appropriate) with all school event/matters relating to the Year group, e.g. Parent consultation evenings, parents in partnership events, student voice, assembly programmes, student mentoring, etc.
- Ensure that Form Tutors, Senior Pastoral Manager and other staff as appropriate are kept fully informed about all matters pertaining to the students in their care.
- Attend meeting relevant to the job purpose.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Forward reports to inclusion panel on students and monitor the effect of interventions
- Work cooperatively with other members of the Pastoral Team covering and actively supporting each other as and when necessary
- Seek to involve parents in the educational life of their child/children
- Meet obligations with respect to the school's system of performance management
- Be committed to one's own professional improvement
- Such other duties/responsibilities as may from time to time be reasonably required

Key responsibilities of the role

In relation to the Academy:

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- To undertake other duties within the post's scope of responsibilities that might be reasonably requested from time to time
- To be a model of high professional standards in all aspects of school life

General Responsibilities

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Federation / Academy
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To support the Academy's commitment to the continued professional development of all staff
- Report any safeguarding concerns in accordance with the Federation's safeguarding policies
- To undertake any additional duties as may reasonably required by the CEO or Principal

Knowledge, skills and experience



Education and Training

- 5 GCSE's or equivalent including Maths and English at Grade C or above
- GCE Advanced Level, good honours degree in a relevant discipline or equivalent qualification desirable

Experience

- Experience of leadership working with young people in a pastoral role
- Experience in working with outside agencies such as CAMHS, Social Services, ESWs etc.
- Evidence of recent management and organisational experience with people
- Ability to find solutions to complex problems
- Ability to inspire, demonstrate and support the highest of expectations for all pupils
- Ability to motivate and inspire others: both colleagues and students
- An understanding of how students learn and the potential barriers to learning
- Ability to relate to teachers, other professionals, parents and students
- Experience of leading the implementation of a new initiative, from producing action plans to evaluation of impact
- Experience of leading CAFs, attending child protection case conferences etc. is desirable
- Experience of working in a school setting is desirable

Knowledge and Skills

- Will demonstrate high level communication and literacy skills
- Excellent ICT, administration, time management and self-motivation skills
- Ability to manipulate and interpret data
- Knowledge of SIMS and Lesson Monitor is highly desirable
- Ability to lead assemblies and deliver training to a variety of audiences including students and staff
- Have the ability to motivate and build a rapport with a range of people
- Is committed to introducing a range of innovative and forward thinking strategies to ensure students' progress at all levels
- Has an understanding of the issues around confidentiality
- Has the ability to work and stay calm under pressure and handle a diverse workload
- Ability to present information to a variety of audiences

Personal qualities

- Will be able to demonstrate professionalism of the highest order
- Will demonstrate the ability to work as a member of a team and work on own initiative
- Ability to be positive, resilient, enthusiastic and flexible when working under pressure
- Willing and able to deal with disruptive or disenfranchised pupils
- Commitment to safeguarding and promoting the welfare of children and young people

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff. Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We are fortunate to have our own teaching school (Atlas), where a number of professional development programmes are co-ordinated.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“When you join as a member of staff at Knights, you become a part of the 'Knights family'. The welcome and support I received upon joining, from every corner of the academy, helped me to settle in quickly and feel successful straightaway. Our students are curious and ambitious, and they help make the school a great place to work.”

Ms K Ennew, Teacher of English
Haberdashers' Aske's Knights Academy



Recruitment process and additional recruitment information

Closing date: 18th April 2021, 12pm

Interview date: week beginning 19th April 2021

Start date: April/May 2021

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Classroom visit (including with staff and students)
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



HABERDASHERS'
ASKE'S

KNIGHTS ACADEMY

For an informal discussion about this post,
more information or to arrange a visit,
please contact knightshr@haaf.org.uk

Thank you for your interest in
Haberdashers' Aske's Knights Academy.
We look forward to receiving your
application.